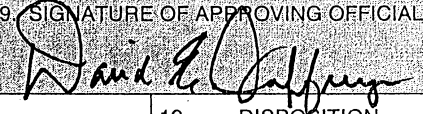
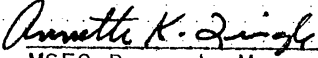


1. RECORDS PLAN (Check one): <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Revised		2. DATE PREPARED: 05/13/2003		3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.): Customer & Employee Relations Directorate, Plans & Systems Analysis Office, CD02			SHEET <u>1</u> OF <u>1</u> SHEETS	
4. CUSTODIAN: Carolyn Plank		5. PHONE NUMBER: 544-6200		6. BLDG. NO.: 4200	7. RM NO.: 217G	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): 4200, Room as indicated	9. SIGNATURE OF APPROVING OFFICIAL: 	
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT				12. DISPOSITION INSTRUCTIONS		13. DISPOSITION AUTHORITY	
3100	Interagency Personnel Agreements (IPA). (Record copy of agreements between a Federal and non-Federal entity.) Filed by individual name and IPA number; located in Room 217A.				Retire to FRC 2 years after termination date of agreement. Destroy when 10 years old.		NRRS 3/4A	
3292	Statistical Data/Report Files - Manpower Data. 3292.1 SF113A, SF113G (reports printed from the Consolidated Agency Personnel/Payroll System, CAPPS). Filed by fiscal year, current date first; located in Room 217G.				Destroy when 5 years old.		NRRS 3/10A	
	3292.2 Weekly Center Director's Report (weekly report that tracks number of employees at MSFC for Center Director and CaER Director.) Filed by fiscal year, date order; located in Room 217H.				Destroy when 5 years old.		NRRS 3/10A	
	3292.3 Promotion Allocation Report (report that tracks promotion points within each organization at MSFC.) Filed by fiscal year; located in Room 204B.				Destroy when 5 years old.		NRRS 3/10A	
<p>Concurrence:  5-23-03 MSFC Records Manager</p>								